



Eastern University

A Leader in Quality Education

Spring 2013

FRESHERS' ORIENTATION GUIDE



Permanent Campus (Proposed) at Uttara, Dhaka



Eastern University

FRESHERS' ORIENTATION GUIDE

Spring 2013

January 19, 2013

Dear Students,

Congratulations on your admission into Eastern University and I heartily welcome you all to today's Orientation Ceremony.

As a newly enrolled student you are advised to use this brochure which will give you all the essential information and guidance that you may need in course of your study here.

Our integrated educational curriculum comprises four major faculties, namely Engineering & Technology, Business Administration, Arts and Law. The academic thrust of the faculties is to provide our graduates with the knowledge, skills and attitude required to contribute towards a knowledge-based economy. In addition to class room teaching, Eastern University provides strong administrative supports, financial assistance, ample opportunities to be involved in various co-curricular activities, etc. We hope you will take advantage of all these facilities and resources to prepare yourselves for successful career in the competitive market.

I believe this handbook will be beneficial for you to know about the academic and administrative procedures of the University. Please feel free to contact me should you need further assistance.

I wish you all the best.

A handwritten signature in black ink, appearing to read 'Shafaat Ahmad', with a horizontal line drawn underneath it.

Brigadier General Shafaat Ahmad, ndc, psc (Retd.)

Registrar

Eastern University

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ORIENTATION

All new students must participate in the orientation program at the beginning of the semester along with their parents/guardians to the orientation ceremony. The orientation program acquaints the students with university policies, educational opportunities, facilities and services available at the University.

Day 1

Session I (10.30 am - 12.30 pm)

- Introducing the Eastern University
- Introducing the Faculty of Arts
- Introducing the Faculty of Business Administration
- Introducing the Faculty of Engineering & Technology
- Introducing the Faculty of Law

Session II (1.30 pm - 4.00 pm)

Briefing by respective faculties

Day 2

Session I (10.30 am - 12.30 pm)

Briefing on

- Registration process
- Advising, Add/Drop of courses
- Payment schedules
- Library facilities
- Exam related issues
- Co-curricular activities

Session II (1.30 pm - 4.00 pm)

Briefing by respective faculties

THE ACADEMIC SYSTEMS

The Academic System of Eastern University comprises Programs, Courses, Credit hours, Semesters, Continuous Evaluation and Alphabetical Grading. Each of these components is described below.

Programs

The University offers undergraduate and graduate programs. At present, the following programs are offered:

1. Undergraduate:
 - B.A. (Hons.) in English
 - BBA (Bachelor of Business Administration)
 - B.Sc. in CSE (Computer Science & Engineering)
 - B.Sc. in CSIS (Computer Science & Information System)
 - B.Sc. in EEE (Electric & Electronic Engineering)
 - B.Sc. in ETE (Electronic & Telecommunication Engineering)
 - LL.B. (Hons.)
2. Graduate programs:
 - LL.M.
 - M.A. in ELT (English Language Teaching) 2- year
 - M.A. in ELT (English Language Teaching) 1- year
 - M.A in English Language & Literature (ELL)
 - MBA (Regular)
 - MBA (Executive)
 - M.Sc. in CSE (Computer Science & Engineering)

The curriculum of the respective program provides list of courses and other details.

Courses

Each program consists of a number of courses. For example, BBA Program consists of 45 courses. Each course is identified by a course number and course title. The course number consists of two parts - an alphabetical part followed by a three digit number. For example, ENG 105 Reading and Grammar is a course in English compulsory for all EU students. The three alphabets preceding the number indicate the prime area of the course. In the example, ENG stands for English. The first digit of the three numbers refers to the level of the course - higher the number, higher is the level of the course. For example, CSE 293 Object-Oriented Programming is a higher level course than CSE 163 Programming (C). CSE 475 Software Engineering is yet a higher level course compared to CSE 293. The second and third digits refer to the serial number of the course. The course levels and the list of courses are shown in the Semester and Course sequence Table of each program. The students of each undergraduate program fall into four levels. Each level is determined by the credit hours completed by a student.

Credit Hours

3.1 Each course carries certain weights indicated by credit hours. Courses may carry different credit hours. A course may be of 1 credit hour, 2 credit hours, 3 credit hours or even 4 or 6 credit hours. For example, ENG 107 is a 2 credit hours course and LAW 440 carries 4 credit hours. Most courses in Eastern University are however of three credit hours.

3.2 A one credit hour course meets at least for 13 hours and a three credit hours course meets for at least 40 hours in class during the semester. Depending upon the need for frequency of meeting, a three credit hours course may meet thrice a week for 60 minutes in each class or it may meet twice a week for 90 minutes in each class.

3.3 In addition to lecture classes, a course may have tutorial/workshop sessions or laboratory course/sessional. A Tutorial or Workshop is for facilitating the learning of the students by practice

through working out exercises, solving problems, showing application of the concepts and theories etc. Such session for a course usually meets for 90 minutes every week or every alternate week (depending upon the need) and does not carry additional credit hour. However, a Lab course or Sessional carries additional credit hour - usually one credit and meets for at least 90 minutes every week depending upon the nature of the course. For example, CSE 163 Programming (C) - a 3 credit hours theory course - is followed by a one credit hour course CSE 164 Programming (C) Sessional.

Semester

1. The academic year of Eastern University comprises three semesters:

Spring Semester: January - April

Summer Semester: May - August

Fall Semester: September- December

2. The duration of each semester is 15 weeks - 13 weeks for classes and 2 weeks for exam recess and final examinations. An additional week is needed for script examination and grading, and for processing and publication of results.

Continuous Evaluation

The performance of the students are measured and evaluated throughout the semester. Evaluation methods during the semester include quizzes, class tests, class/home assignments, exercises, case analysis and reporting, one or two mid-term exams, etc. End of the semester evaluation include final exam, term papers, project report, thesis, etc.

Grading

1. The numerical scores earned by a student in the quizzes, tests, exams etc. as mentioned above during and at the end of the semester are cumulated and are assigned a letter grade as follows:

Score	Grade	Points
● 80 % & above	A +	4.00
● 75 % to less than 80 %	A	3.75
● 70 % to less than 75 %	A-	3.50
● 65 % to less than 70 %	B+	3.25
● 60 % to less than 65%	B	3.00
● 55 % to less than 60%	B-	2.75
● 50 % to less than 55%	C+	2.50
● 45 % to less than 50%	C	2.25
● 40 % to less than 45%	D	2.00
● Less than 40%	F	0.00

2. The Eastern University uses the following abbreviations to denote status of grading process:

- W Withdrawal
- I Incomplete

3. Withdrawn (W) is assigned to a student who withdraws from the course within the deadline for withdrawal with "W" record. A student who withdraws after this date will earn the grade based on his performance before his withdrawal. Exception to this rule may be made on medical ground and on terms and condition imposed by the university.

4. Incomplete Grade (I): An Incomplete (I) grade is assigned only when a student has failed to complete one or more requirements of the course for an unavoidable reason/accidental circumstance and the application for "I" has been accepted by the course teacher.

5. Retaken (R) is assigned to a course which a student has taken for improvement of grade.

ACADEMIC RULES AND PROCEDURES

Non Degree Students

A student of another university or equivalent educational institution may register in courses as a non degree student on payment of requisite fees for such students. The total number of courses he/she may register, shall not exceed 50 percent of the courses required for the degree.

Provisional Admission

Every student must submit the required certificates and other documents at the time of admission. Applicants for admission who are not able to produce one or more documents at the time of admission may be admitted provisionally. All provisionally admitted students are required to submit appropriate documents within a given deadline as a prerequisite for continued enrollment.

Re-admission

Students with study breaks or semester withdrawals are allowed re-admission subject to payment of re-admission and other fees.

A candidate for admission in a graduate program shall skip step no. 2 and 3 above.

Authorized Banks:

- i) Dhaka Bank, Road No. 7, Dhanmondi R/A or any other branch
- ii) IFIC Bank, Road No. 4 (Mirpur Road), Dhanmondi Branch

Student Identification Card

A new student receives, upon admission, an identification (ID) card with a unique number. This card is used for entering and staying in the campus, attending classes, using the library, internet and computer services, etc. The students must take good care of the ID and must report of its loss, if any, to the Registrar's Office immediately so that the card can be cancelled to prevent its misuse. The Registrar's Office will issue a duplicate ID Card upon application and payment of fees by the student. A student is liable to pay for any loss incurred by the university for the missing the card.

REGISTRATION PROCEDURES

A new student (other than a credit transfer student) is automatically registered in the semester in which he/she gets admitted. After this, to enroll in a semester, a student shall pay registration fees within the date announced in the Academic Calendar of the Semester. The registration starts usually after the mid term exam. of a semester. The date/period of registration is announced by the university on the notice boards and on website. As seats are limited in a course, a student may not get the advised course for delay in registration.

Academic Advising

1. An admitted student is attached to an Academic Advisor (a Faculty Member designated to advise) for the purpose of counseling the student in career planning, selection of courses, understanding academic rules and regulations, etc. The Adviser assesses performance and potential of a student and suggests which courses he/she should take in a given semester and what are the associated pre-requisite courses, if any, to take.

2. A new student is automatically advised in the first semester courses at the time of admission. However, if a new student has credit transfer or course exemption/waiver, he/she must collect the name of his academic advisor from the concerned Dean Office of the program, contact him/her and get advised. A continuing student seeking advising must first pay registration fees and then two days after payment shall enroll in courses on the EU website. Before enrolling or advising, a student must carefully study the Academic Rules, Semester Calendar, Advising Rules, Program Course sequence and class schedule of the semester. However, the Academic Advisor of the student shall confirm his/her course enrollment and if a student has not followed enrollment rules properly, he/she will be notified to meet the advisor. If a student faces any problem in registration, enrolment or advising, he/she should contact his/her Advisor and get advised. Students are encouraged to contact their Advisers for any problem- academic or otherwise.

Course Load and Sequence

The course sequence and load varies from program to program and the students are advised to consult their respective program curriculum. A student must follow the course sequence stipulated in the program curriculum. A student must pass all prerequisite courses in order to be eligible to register for a higher-level course required for a given program. Course load is allocated according to the course sequence of the program. Nine to twelve credit hours per semester are the normal course load for a full time undergraduate or graduate student according to the EU standards. An undergraduate student is a full time student. For a graduate part time student, the normal course load is between 6 to 9 credit hours. However, a student may enroll for more or less than normal number of credits/courses with permission from the respective Faculty Dean or Advisor.

Add, Drop and Section Change

An undergraduate/graduate student may withdraw from one or more courses, add one or more courses or change section with the permission of the Academic Advisor within the deadline announced in the Semester Calendar. Please consult the Semester Calendar for exact date for add, drop and section change. A student must have a convincing reason to add/ drop a course or change section. If a student drops a course after the deadline without permission of the Dean, he/she will have to pay the tuition fees and shall earn "F" grade in the course.

Withdrawal from a Semester

1. **If, before registration**, a student wants to withdraw from one or more semesters he/she should apply to the Dean for permission to withdraw.

2. If a **registered** student wants to withdraw from the semester by dropping all courses, he/she must apply to the Dean for permission. The Dean may allow such withdrawal only under convincing reason such as serious or prolonged illness, death of parent etc.

RULES ON CLASS ATTENDANCE

1. A student is expected to attend all classes in a course. All students are required to be present in at least 75% of the classes including tutorial classes held to sit for the final examination. For example, if there are 26 classes and 13 tutorial /lab etc. of a course in a semester, the percentage of attendance will be computed out of 39. If a student fails to attend 75% classes of a course, he/she is not allowed to sit for the final exam. It is the responsibility of the students to keep course teachers informed of his/her absences from classes in case of emergencies. Absence in more than 25% of the total number of classes without any application may lead to cancellation of registration of the student in the semester.

2. If a student remains absent in three classes, he/she must submit an application to the course teacher and must obtain permission to attend the next class. In the application, he/she must explain the exact reason for remaining absent, not just that he/she was not in a position to attend classes for reasons beyond control or had family problems. However, just applying is not enough - the student must submit authentic documents in support of his/her application. If a student is absent in 6 or more classes, he/she must apply to the Dean of the Faculty.

TESTS AND EXAMS

1. **Quizzes /Tests/ Class Assignments** are scheduled in class hour or tutorial hour. The duration of a quiz may be between 5 to 15 minutes and that of a class test between 15 to 30 minutes.
2. **Mid-term Exam** is held in the week announced in the Semester Calendar. The duration of the mid term exam is between one to two hours.
3. **Final Exam** schedule is announced by the university. The duration of the final exam is between 2 to 3 hours.

Fairness in Tests, Quizzes, Examinations, etc.

1. Students are strictly forbidden from adopting unfair means in assignments, tests, quizzes, examinations, project work, term papers, etc. The following acts or activities shall be considered unfair means during examinations and in other contexts:

" communicating with fellow students for obtaining help; (For example, talking , eye contact, signaling, body language etc.).

" copying from another student's script or report or paper;

" copying from printed matter, hand-written script, writing on desk or palm of hand, or from other incriminating documents;

" possession of any incriminating document, whether used or not;

" any approach in direct or indirect form to influence a teacher concerning grade and

" any other unruly behavior which is disruptive of the academic program.

2. If a student is detected by the course teacher while adopting or to have adopted unfair means, he/she may be given a 'F' grade for the assignment, test, quiz, paper, report, examination or for that course at the discretion of the invigilator/the course teacher. Adoption of unfair means may result in the dismissal of the student from the program and expulsion of the student from the university.

Make up Quizzes, Tests and Exams

Students are required to attend all tests, quizzes, assignments and exams as per announced schedule. Make up tests, exams or quizzes may be organized for those students who could not take the tests/exam/quizzes for medical or other compelling/ unavoidable reasons acceptable to the course teacher and the Dean of Faculty. A student has to apply for make ups showing reasons with evidence for his failure to take the scheduled tests. A student seeking leave or make up exam on medical ground must contact the Medical Officer of the university as soon as possible and obtain verification of Medical Certificate from him/her. For make up of quizzes, class tests, assignments, participation etc, he/she should apply to the course teacher and for make up of mid-term and final exam, he/she should apply in prescribed form to the Chairperson/Dean of the concerned Faculty through the course teacher. A student seeking make up exam must pay the make up exam fee at the prevailing rate. After completing these formalities, the student shall watch for the schedule of mid-term make up exam or of final make up exams and sit for the exam. Mid term make up exam is held only once before final exam week and the make up final exam is held within 4 weeks from the date of commencement of the new semester. If a student misses the schedule, he/she will have to retake the course.

Computation of Grade Points Average (GPA) and Cumulative Grade Points Average (CGPA)

1. The Grade Point Average (GPA) is computed in the following manner:

$$\text{GPA} = \frac{(\text{GP in C1} \times \text{CH}) + (\text{GP in C2} \times \text{CH}) + \dots + (\text{GP in Cn} \times \text{CH})}{\text{CH of C1} + \text{CH of C2} + \dots + \text{CH of Cn}}$$

GP = Grade point earned

CH = Credit hours of the course attempted

C1,2 ...n= Courses

$$2. \text{CGPA} = \frac{(\text{GPA of all courses completed}) \times (\text{total credit hours attempted in all courses})}{\text{Total credit hours attempted in all semesters}}$$

Incomplete Grade

If a student has completed all the requirements of a course except final exam or a project report/term paper, he/she may apply to the course teacher for an incomplete grade explaining the reason for missing the final exam. If the reason is acceptable, the course teacher may assign an incomplete grade, which is recorded as "I" on the final grade sheet. A student is permitted to complete an incomplete course within four weeks from the date of the commencement of new semester. If the incomplete grade is due to absence in final exam, he/she may sit for the make up final exam which is held within 4 weeks from the date of commencement of the new semester. If a student fails to sit for this exam, he/she will earn "F" grade in the course and he/she will have to retake the course.

Course Retake

A student earning "F" grade in a course is required to earn at least the passing grade by retaking the course in the next semester on payment of requisite fees. A student may also choose to improve the grade by retaking the course on payment of 100% course fees. In case of a course retake, the transcript of a student shall show the grade which is higher.

ACADEMIC STANDING OF A STUDENT

To remain in good standing, a student must maintain a minimum GPA of 2.50 in a semester. The GPA is calculated on the basis of the number of courses completed, including the course(s) in which the student receives "F" grade, until he or she repeats the course and the "F" grade is substituted by a passing grade.

Academic Probation and Dismissals

A student with a GPA of less than 2.50 in a semester is placed on probation, and is allowed a maximum of two semesters to raise his/her GPA. A student who fails to achieve a GPA of 2.50 within two consecutive semesters may be allowed additional chance depending the improvement made, asked to transfer to another degree program or may be dismissed from the university.

Readmission after Academic Dismissal

Students who have been dismissed from the university for academic reasons may apply for readmission. Such applications would be treated on individual basis. However, upon readmission students may seek credit transfer for courses where they had earned a minimum of C+ grade before dismissal. Readmission is granted only once.

Withdrawal from the Program

1. If a student who has not registered in a semester but is willing to withdraw from a semester or more must apply to the respective Dean/Chairperson. A registered student who wishes to withdraw from a semester (dropping all courses for the semester) must do so within the deadline by contacting the Dean/Advisor of the respective Faculty. Withdrawals are not allowed after the deadline except in the case of verifiable non-academic hardships if granted by the appropriate authority of the University. A statement is entered on the withdrawing student's academic record indicating the official withdrawal. The grade "F" is recorded for students who abandon their courses without officially withdrawing from a semester or from a course.
2. A student who has not yet registered in a semester and wishes to temporarily withdraw from the program for a semester or more, must apply to the Dean of the concerned Faculty stating the reason for withdrawal. The Dean may permit withdrawal if the reason is acceptable.
3. A student who wishes to permanently withdraw from the program may do so by applying to the Dean of the concerned Faculty.
4. A student who did not formally withdraw from a program and later on wants to register in courses will have to seek permission from the Dean and pay 50% of the admission fees.

Re-entry

After the withdrawal period is over, a student may apply for re-entry into the Program and in such case he/she must complete the requirements for the degree in force at the time of the re-entry.

Change of Degree Program

Students seeking to change their program must submit a written request to the respective Dean/Advisor. Upon recommendation from the Dean/Advisor of the Faculty to which the student intends to transfer, the appropriate/relevant office of the university shall make the necessary changes in the student's record.

DEGREE REQUIREMENTS

1. In order to earn the degree, a student must meet the following requirements:
 - a) has successfully completed all the courses and credits required for the degree he/she is applying for;
 - b) has earned the CGPA (2.5) required for the degree;
 - c) has no disciplinary charges or actions against him/her and
 - d) has cleared all the dues and liabilities to the university
2. An undergraduate student must complete the degree requirement within six years from the date of first admission. A student of a one year master's degree program must complete the degree requirements within four years from the date of first admission. A student of two-year master's degree program must complete the degree requirements within six years from the date of first admission.
3. Students are responsible for fulfilling all the requirements of their respective degree programs within the deadline. They should consult their Academic Advisers in planning their course schedule and be familiar with EU policies and procedures related to registration for courses and graduation requirements for their degrees.
4. If a student has completed the requirements for the degree, he/she to apply in a prescribed form to the Registrar's Office for award of the degree and pay requisite fees for provisional/final certificate, transcript and for attendance in convocation.

[The Academic System and Rules stated in this document were approved by the Academic Council on 25 October, 2009 and these supersede all other previous rules. However, these rules are also subject to review and change from time to time. If there is any change, it will be announced on the notice boards of the Faculty/Department for information of the students. It is the responsibility of the students to know the changes.]

LIBRARY SERVICE & FACILITIES

Since its inception in 2003, Eastern University has been taking all possible steps to build up a well-equipped modern library. The library is now fully automated through KOHA Integrated Library Management System and Greenstone Digital Library Software, and thus offers a full range of information and enquiry services with the help of modern techniques and technologies. The library's purpose is to enrich teaching, learning and research endeavors of the university by delivering easy access to relevant information resources and providing quality services and facilities.

At present the library has about 15000 books of 5000 titles, and 650 audio-visual materials. It also subscribes 100 printed journals, 25000 online journals through Bangladesh INASP-PERI-Consortium (BIPC) published by various internationally reputed publishers, and a large number of local & foreign newspapers and magazines. For proper management of the library resources Dewey Decimal Classification (DDC) system is used. In order to ensure security of its resources, closed-circuit TV camera network operates round the clock.

Services and Facilities:

OPAC Service: Online Public Access Catalogue (OPAC) service is now available at Eastern University Library. Any user from anywhere can access EU Library OPAC and can know about the collection of EU Library.

Digital Library Service: Eastern University Library established a rich digital library with Greenstone Digital Library Software by the EU library professionals with the help of Digital Library Network South Asia (DLNETSA). The digital library includes e-books, journals, newsletters, theses, internship reports, images, news clippings, audio and video resources.

Online Journal Access Service: Students, faculty members and other patrons can access and download research publications (e-journals, magazines, reports & bulletins) and e-books through any PC within all campuses of Eastern University from 41 databases published by various internationally reputed publishers.

Lending Service: Library members are entitled to borrow books and other reading materials for their own use. Library materials cannot be borrowed on behalf of others.

Audio Visual Service: Library users may issue or copy CD/DVD and audio visual materials.

Internet Service: Apart from the EU computer lab, there is an internet browsing corner inside the library to provide internet services through WIFI & WIMAX technology.

Reading Room Service: EU Library maintains three reading areas which are silent study area, group study area and teachers' corner whereas the total seating capacity is about 150.

Reference Service: Reference materials (Encyclopedias, Dictionaries, Newspapers, Journals, Magazines, Reports, Theses, etc.) are for use inside the library; they cannot be issued out. Users may borrow books /CD/DVDs marked as Confined for few hours through ID card for photocopying.

Current Awareness Service: The library regularly keeps its users aware of the new arrivals of resources and services through current awareness service (CAS) using modern techniques and technologies.

Information Retrieval Service: Information retrieval services are available for all users.

News Clipping Service: News clipping services on important issues and subjects are provided on regular basis for library users. In addition, there is a newspaper-corner inside the library where leading daily Newspapers are available for users. Library users may also get back issues of newspapers up to the last one year.

Printing Service: Students can take printouts of their required documents on payment.

Photocopy Service: The library provides photocopy facilities of library resources to the users if it is permitted under the national and international copyright laws, rules and regulations.

General Rules

The library users are advised to follow the following rules and guidelines:

- Silence must be observed inside the library. For group study a separate room is provided, conversation must be kept at as low level as possible.
- Mobile phones must be switched off or at least set to silent mode before entering the library.
- Smoking, eating and drinking inside the library are strictly prohibited.
- When you leave the library make sure that all the books or other library materials that you are carrying have been properly issued to you. If you are found in possession of material that has not been issued, this will be treated as a serious breach of the code of conduct.
- Personal possessions are not allowed inside the library, except exercise book (khata), pen, geometry box and calculator.
- Baggage counter is for keeping personal possessions against a token, but users must not keep money or other valuables there, as the library authority does not take the responsibility for loss or damage of your belongings.
- If the token is lost, Tk. 100 (one hundred) will be charged as penalty. In addition, the user must provide proper evidence to get back his/her belongings. If a lost or stolen token is found back or recovered, the user must return the token immediately to the Librarian.
- We ask you to treat the library staff and fellow users with respect and courtesy. The university never tolerates impolite or antisocial behavior.

Borrowing Rules

Library members are entitled to borrow books, other reading materials from the library for their own use. Library materials cannot be borrowed on behalf of others. Library cards are not transferable.

- Students are entitled to borrow 2 (two) books for 14 (fourteen) days, 2 (two) CD/DVDs for 7 (seven) days and 2 (two) thesis/dissertation/internship reports for 7 (seven) days at a time. They can also renew the borrowed books for another 7 (seven) days, after producing them to the library if there is no prior requisition for the items by other users.

- Faculty members are entitled to borrow 10 (ten) books for the semester, 3 (three) CD/DVDs for 7 (seven) days, 3 (three) thesis/dissertation/internship reports for 7 (seven) days at a time.
- Administrative staff are entitled to borrow 2 (two) books for 14 (fourteen) days and 2 (two) CD/DVDs for 7 (seven) days, 2 (two) thesis/dissertation/internship reports for 7 (seven) days at a time. They can also renew the borrowed books for another 14 (fourteen) days, after producing them to the library if there is no prior requisition for the items by other users.
- Library members must show their library card to borrow books, audio visual materials and other library resources.
- Borrowed books and materials must be returned on or before the due date at the circulation desk during working hours.
- Fines are charged to encourage return of borrowed materials on the due date. A fine of Tk. 10/- (ten) for each book, taka 5/- (five) for each CD/DVD and taka 5/- (five) for each thesis/dissertation/internship reports will charge per day after the due date.
- No book(s) will be issued to any person incurring such fine until it has been paid.
- The borrower is solely responsible for the safety, protection and proper maintenance of the borrowed materials.
- The borrower must replace the lost/damaged book/CD/DVD by a new and unused copy of the same author(s), title, and edition.
- If the library card is lost, Tk. 100 (one hundred) will be charged for a new card. If a lost or stolen card is found back or recovered after a replacement card has been issued, the member must return the replacement card immediately to the Librarian.
- Library resources will be checked out by the assigned library staff at the circulation desk during library working hours.
- All borrowers must sign the borrowing card(s) for each item borrowed.
- Borrowers must allow library materials in their possession to be checked before leaving the library.
- A two-month suspension of borrowing books may be imposed on a student for frequent late returns or frequent loss of books.
- Borrowed resources may be recalled at any time.
- No official documents will be issued to the students, faculty members and administrative staff without clearance from the library. In addition, library members must deposit library cards to get library clearance.

Library Membership: Pay slip of admission fees, personal e-mail, one copy stamp size and one copy passport size photographs are required for membership.

Library Hours: The library remains open from 9:00 am to 9:00 pm on Saturday through Thursday. On Friday it remains open from 3:00 pm to 9:00 pm. Library is also closed on the university declared holidays.

CAREER SERVICE OFFICE

Career service office. It aims to provide support to the students for their future career planning. In the present scenario it is really difficult for the fresh graduates to get a suitable job in this competitive job market as well as choose the right track for their career.

Considering the above facts Eastern University opened the career service office for its students to make them prepared for this challenging job market. Career Service office also provides assistance to Alumni Association of Eastern University.

Career service office of Eastern University provides the following supports to the students:

- Arrange workshops on resume writing.
- Networking to access the Job Market.
- Arrange internship with different Organizations.
- Training on written exam & interview for job.
- Arrange seminar with experts on different topic.
- Career Fairs.

Career service office of Eastern University provides the following supports to the alumni association.

- Work closely with the Alumni Association, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership.
- Ensure accurate and complete alumni database records; collect contact, biographical and career information of alumni via surveys, projects (e.g. alumni directory), correspondence, website, postal returns, etc.
- Establish and build relationships with alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email, alumni web pages, and print publications.
- Educate graduating students about alumni benefits and engage them in programs.

INTERNATIONAL OFFICE

Eastern University has developed academic collaboration with a number of renowned foreign universities and institutions for students and faculty exchange, research collaboration and assistance in setting up new programs.

International office of Eastern University provides the following supports to the students

- Advice and support EU students for their higher education with the partner Universities.
- Coordinate student exchange program.
- Help to find out scholarship opportunities among the partner universities and others.
- Provide visa related information.
- Maintaining international partnerships and contacts with the Foreign Universities.

Partner Universities/Institutions

- **University of Worcester, UK**
Eastern University has signed an agreement with university of Worcester, UK under which EU students of BBA program with 60 credits or more with a minimum GPA of 3.0 can transfer credits and can earn an UK degree.
- **Yunnan University of Finance and Economics, China**
Yunnan University of Finance and Economics China will provide a full scholarship to an Eastern University student each year.
- **Asian Institute of Technology (AIT), Bangkok, Thailand**
AIT and Eastern University are working on a collaboration agreement, under which EU students of Engineering program with 60 credits or more with a minimum GPA of 3.0 will be able to transfer credits and earn a degree form AIT. After completion of 90 credits with a minimum GPA 3.0 students will be able to go to AIT to study 2 years and will get both Bachelor and Master degree form AIT.
- **Tampere University of Applied Sciences Finland**
- **University Malaysia Perlis**
- **Franklin University, Ohio, USA**
- **AIS, St Helen Institution, Auckland, New Zealand**
- **London Premier College affiliated with London University, UK Fen Liang (International) Art College in Jiang Xi province of China**
- **Global Talent Track, India**

CO-CURRICULAR ACTIVATES

It is mandatory for a EU student to enroll in at least one student activity club/ forum of her/his choice.

Objectives of co-curricular activities:

- Create an environment for spontaneous participation of students in co-curricular activates.
- " Provide opportunities for community service activities
- " Further the teacher-student relationship.
- " Liaise with other universities, organizations and student bodies at national and international level.

Co-curricular activities:

- Leadership development programs.
- Sports, seminars, workshops, conferences, exhibitions, concerts, competitions.
- Research.
- Social awareness programs.
- National and International visits.
- Publications.
- Liaison with educational institutions, development organizations and other organizations at national and international levels in various events.

Clubs, Forums & Associations of EU:

- Language Club
- Debating Club
- Computing Club
- Seminar/ Conference Club
- Cultural Club
- Games & Sports Club
- Social Welfare Club
- Social Business & Entrepreneurship Club
- Drama & Theatre Forum
- Visual Archive Club
- Earth Care Club
- Eastern University Alumni Association

ACADEMIC CALENDAR

SPRING SEMESTER 2013

Orientation Program for new students	January 19 (Saturday)
Classes start	January 21 (Monday)
Deadline of Application for Credit Transfer/ Waiver	January 26 (Saturday)
Deadline for Course Add / drop	February 02 (Saturday)
Deadline for Semester Withdrawal	February 06 (Wednesday)
Deadline for Course Withdrawal	February 06 (Wednesday) without fee February 13 (Wednesday) with 50% course fee February 20 (Wednesday) with 75% course fee
Mid Term Exam	March 02 - March 09 (Sat-Sat)
Last date of payment for Registration (Summer 2013)	March 10 (Sunday)
Course Advising (Summer 2013)	March 13 - March 20 (Wed-Wed)
Classes end for Undergraduate Program	April 17 (Wednesday)
Classes end for Graduate Program	April 20 (Saturday)
Final Exam	April 21 - April 29 (Sun-Mon)
Semester break for students	April 30 - May 17 (Tues-Fri)
Semester break for Faculty	May 05 - May 13 (Sun-Mon)
Last date of grade submission	May - 04 (Saturday)
Publication of semester result	May 09 (Thursday)

List of Holidays

Eid-e-Milad-un-Nabi*	: January 25 (Friday)
Shaheed Dibash and International Mother Language Day	: February 21 (Thursday)
Birthday of Bangabandhu Sheikh Mujibur Rahman, Father of the Nation	: March 17 (Sunday)
Independence Day	: March 26 (Tuesday)
Bangla Naba Barsha	: April 14 (Sunday)
May Day	: May 1 (Wednesday)

*Subject to appearance of the moon

Orientation Program for Summer Semester 2013	: May 18 (Saturday)
Classes start for Summer Semester 2013	: May 20 (Monday)

FEE STRUCTURE

UNDERGRADUATE PROGRAMS

Credit & Fees Information:

Program	Credit & Semester Information			Admission Fee	Registration Fee & Other Charges (Tk. 6,000 per Semester)	Tuition Fee	Total Cost
	Cr. Hour	Semester	Duration				
BBA	132	12	4 Years	10,000	6,000 X 12 = 72,000	3,150 X 132 = 4,15,800	4,97,800
LL.B. (Hons.)	130	12	4 Years	10,000	6,000 X 12 = 72,000	2,250 X 130 = 2,92,500	3,74,500
B.Sc. in CSE	157	12	4 Years	10,000	6,000 X 12 = 72,000	2,250 X 157 = 3,53,250	4,35,250
B.Sc. in EEE	149	12	4 Years	10,000	6,000 X 12 = 72,000	3,175 X 149 = 4,73,075	5,55,075
B.Sc. in EEE (Evening)	132	10	3 Years 4 Months	10,000	6,000 X 10 = 60,000	2,375 X 132 = 3,13,500	3,83,500
B.Sc. in ETE	155	12	4 Years	10,000	6,000 X 12 = 72,000	2,250 X 155 = 3,48,750	4,30,750
B.A. in English	121	12	4 Years	10,000	6,000 X 12 = 72,000	1,775 X 121 = 2,14,775	2,96,775

Payment Schedule Spring 2013

Fees	Last date of payment
1 st installment of tuition fee	10 February 2013
2 nd installment of tuition fee & Registration fee for Summer Semester 2013	10 March 2013
3 rd installment of tuition fee	10 April 2013

- Students can pay Semester fee (full semester payment) either in one installment or in by three installments in a semester.
- Students have to pay semester registration fee & other charges during registration time.

The following incentives are offered if payment is made in advance at a time:

- a) 2% discount for advance payment of semester tuition fees within 2 weeks of the semester.
- b) 5% discount for advance payment of 50% tuition fees of the program at the time of admission.
- c) 10% discount for advance payment of 100% tuition fees of the program at the time of admission

FEE STRUCTURE

GRADUATE PROGRAMS

Credit & Fees Information:

Program	Credit & Semester Information			Admission Fee	Registration Fee & Other Charges (Tk. 6,000 per Semester)	Tuition Fee	Total Costs (Tk.)
	Cr. Hour	Semester	Duration				
MBA (Regular)	66	6	2 Years	10,000	6,000 X 6 = 36,000	2,775 X 66 = 1,83,150	2,29,150
MBA (Executive)	48	5	1 Year 8 Months	10,000	6,000 X 5 = 30,000	2,775 X 48 = 1,33,200	1,73,200
LL.M.	36	3	1 Year	10,000	6,000 X 3 = 18,000	1,675 X 36 = 60,300	88,300
M.A. in English	41	3	1 Year	10,000	6,000 X 3 = 18,000	1,575 X 41 = 64,575	92,575
M. A. in ELT	42	4	1 Year 4 Months	10,000	6,000 X 4 = 24,000	1,425 X 42 = 59,850	93,850
	66	6	2 Years	10,000	6,000 X 6 = 36,000	1,300 X 66 = 85,800	1,31,800

Payment Schedule Spring 2013

Fees	Last date of payment
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FINANCIAL AID**Undergraduate Programs**

Tuition Fee Waiver Based on Previous Results**			Scholarship based on Results in EU Semester Exams		
Average GPA in SSC & HSC	Tuition Fee Waiver		Semester Results	Scholarship	
	Fee waiver for One Year	Required GPA in EU Semester Result		%	Condition
GPA 5 (without 4th Subject)	100%	Required SGPA 3.00	4.00	50%	Applicable from 2 nd Semester
4.80 – 5.00 (with 4 th Subject)	50%		3.75 – 3.99	20%	
4.50 – 4.79	20%		3.50 – 3.74	10%	
4.00 – 4.49	10%				

**Tuition fee waiver based on previous results is applicable for 4 years' programs only

* Conditions apply

Undergraduate Programs

Tuition Fee Waiver Based on Previous Results*		
Results in SSC, HSC, Undergraduate	Fee Waiver for 1st Two Semesters	Required GPA in EU Semester
3 first divisions/ classes/ total GPA 13.5	50%	Required SGPA 3.00
2 first divisions/ classes/ total GPA 11.0	10%	

Special Facilities

- 10% special tuition fee waiver for female students of all programs.
- 25% tuition fee waiver for sibling and husband-wife.
- 25% tuition fee waiver for physically disadvantaged and acid victims.
- 15% tuition fee waiver for tribal students.
- Interest-free loans for financially disadvantaged.

Scholarships

- Chancellor's Gold Medal
- Chairman's Gold Medal
- Vice Chancellor's Gold Medal
- Abul Quasem Haider Education Development Scholarship
- Anwara Begum Scholarship
- Khalil-Anwara Scholarship
- Khurshida Begum Scholarship
- Jhahima Khatun Scholarship

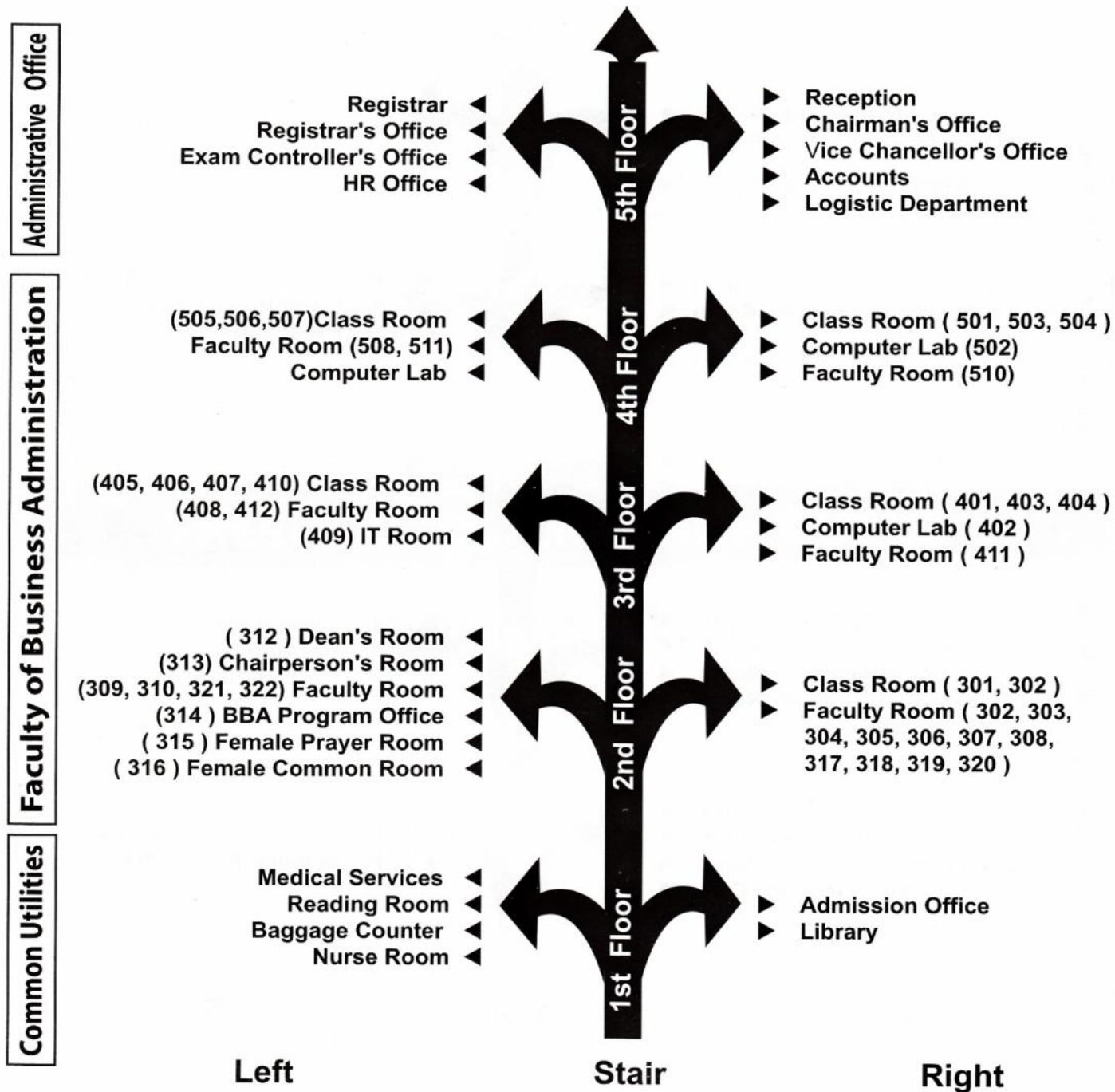
CODES OF CONDUCT FOR STUDENTS

Sl. No.	Code of Conduct for EU Students	Actions that are suggested to be taken
1	All students should conduct themselves in appropriate and decent manner befitting to the standards of excellence of EU.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
2	All students should wear clean and decent dresses; No student should come to EU premise wearing sandals.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
3	Smoking by students inside the EU premise is strictly prohibited.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
4	All students should conduct all official transactions and communication in English.	(1) First reminding (2) Informing Dean of the faculty concerned (3) Dean will peruse to motivate the student (4) Give notice to the student with mild warning (5) Suspend the current semester (6) Terminate from the university
5	All students should move quietly and decently so that conducting of classes or other official functions of EU are not hampered. As such students must not create any distracting sound, scream or talk loudly inside the EU premises.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
6	Litters/rubbish should be disposed in the litter baskets properly; No student should throw litters/rubbish haphazardly on the floor or anywhere inside the EU premise.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
7	Any indiscriminate writing on the walls of EU, chairs, tables or other furniture by a student is strictly prohibited.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
8	Students should treat all teachers, officials and staff of EU with dignity and respect; Any indecent behavior by a student to any teacher, official or staff of EU will be dealt with seriously and it may lead to disciplinary action by EU authority.	(1) To initiate an inquiry process and verify the allegation. (2) Panelize according to the order of misbehavior as shown below. Verbal insult- student must apologize in writing Verbal insult with nasty words- Give warning and ask for written apology Threat to teacher- terminate
9	No student should cause any damage to EU property.	To initiate inquiry process and assess the damage caused by the student and ask the student to compensate the damage.
10	A student should be present in a class before the class begins.	A student who comes late in three consecutive classes will be given no attendance in the immediate next class;

Sl. No.	Code of Conduct for EU Students	Actions that are suggested to be taken
11	Mobile phones should be switched off during class hours.	(1) Class teacher will issue verbal warning (2) For violating the code second time turn the student out of the class and mark absent for the class.
12	No student should do anything, which damage the reputation and honor of EU.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
13	No student should engage himself / herself in any activity subversive of EU goals and objectives.	(1) Give notice to the student with mild warning (2) Suspend the current semester (3) Terminate from the university
14	No student should tease/insult other students.	(1) To initiate inquiry process and give warning to the students. (2) If the student repeats this step, suspend the student for the current semester. (3) For continued steps terminate from the university.
15	No student should fight with other students anywhere in EU campus premises.	(1) To initiate inquiry process and give warning to the students. (2) If the student repeats this step, suspend the students for the current semester. (3) For continued steps terminate the students from the university.
16	No Students should take any unfair means in the Examination Hall.	(1) On recommendation of the Dean/Chairperson the student may be given 'F' in that course. (2) If the student repeats this step, suspend the students for that particular semester. (3) For continued steps in next semester the student may be dismissed / expelled from the university

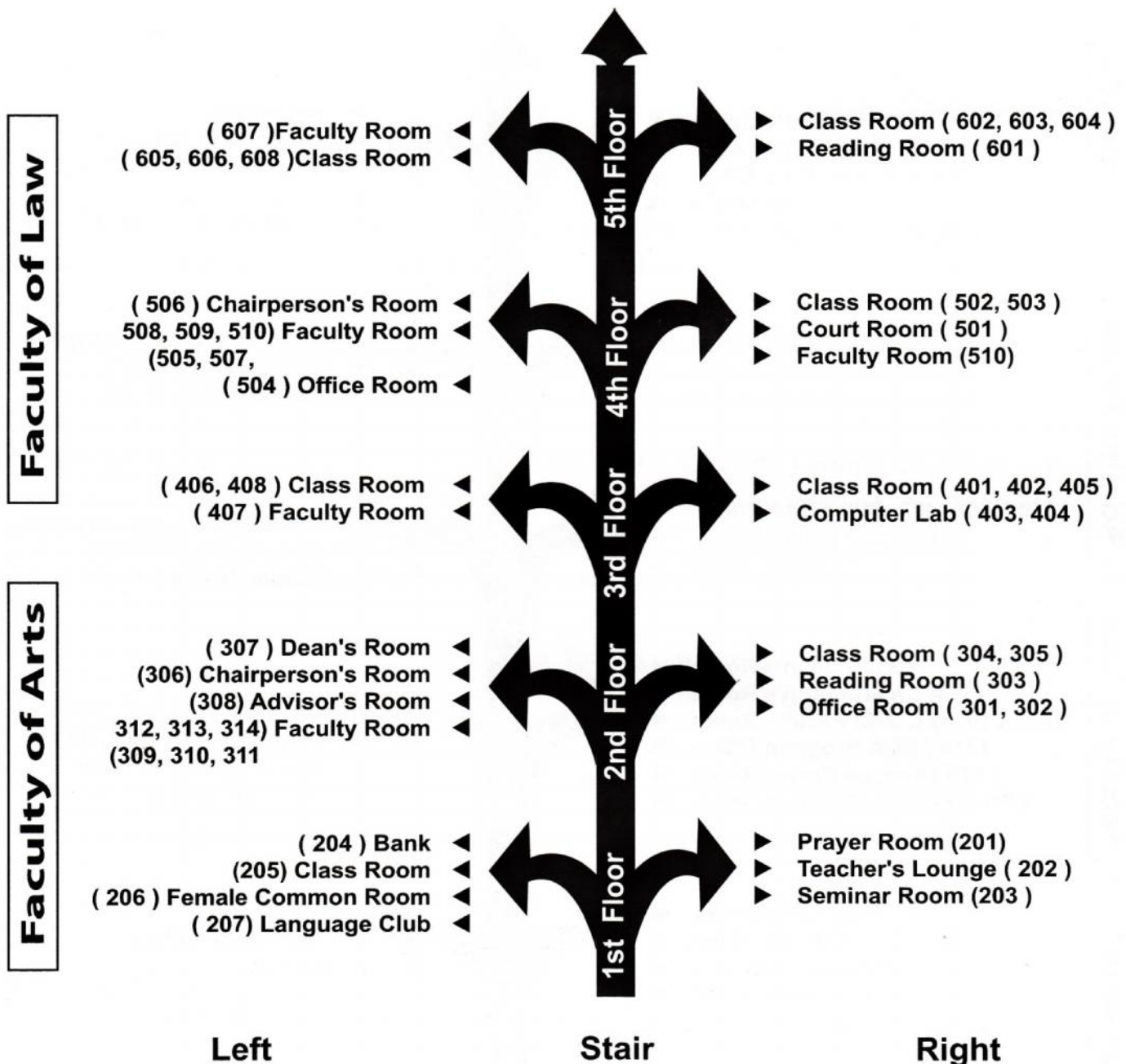
DIRECTORY

Location Map of Building 1



DIRECTORY

Location Map of Building 2



DIRECTORY

Location Map of Building 3

Faculty of Engineering & Technology	4th Floor	Seminar room, Library, Communication Lab, Network Labs, Computer Lab, Computer Class Lab, Boys Common room
	3rd Floor	Faculty room, Electronics Lab, Girls Common room, Class room
	2nd Floor	EEE Chairperson room, Faculty room, Electrical Circuit & Measurement Lab, Class room, Prayer room
	1st Floor	Dean's Office, CSE Chairperson's Room, Faculty room, Class room, Teacher's Lounge
	Ground Floor	Reception, Power System Protection and Machine Lab, Lounge



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